

## **August - September, 2024**

### **ADMINISTRATIVE**

- HR, facility staff work plans, staff schedules
- Weekly management team meetings
- Networking/meetings with arena managers, Douro Minor Hockey
- Invoices, payroll, inquiries, correspondence
- Bookings – inquiries and set-ups
- Advertisement policy/program
- ORFA training/staff training
- Feasibility studies for the Douro and Warsaw Community Centres
- Legion Baseball Diamond regrading
- Administrative Assistant training
- Douro Doings prep
- 50<sup>th</sup> anniversary of North and South Park
- Lease agreement for the Back Dam with Ministry of Natural Resources
- Looking into Kayak Kiosk's
- Interviews for Community Centre Operators/Labourer
- Report to Council RE: Douro CC Ice Surface Floor Replacement
- Community Sport and Recreation Infrastructure Fund Grant

### **OPERATIONAL**

- Regular cleaning/sanitizing of truck, equipment, facilities
- General equipment maintenance – ongoing
- Set-up of facility rentals
- Ongoing grass cutting and maintenance of Township properties
- Fixed in-floor heating a Warsaw CC
- Changed playground wood chips at South Park
- Trees cut down at parks barn and library
- Fixed electrical outlets and light at South Park
- Fixed flagpole at the library
- Fixed sewage blockage at Douro CC and cleaned all floor drains and sewage piping

### **CAPITAL PROJECTS**

- Hockey Nets at Douro and Warsaw CC – Completed
- Baseball Players Benches – Installed at South Park and Legion. Need to install at North.
- Legion Ball Diamond Regrading – Completed
- GHG Reduction Pathway Feasibility Study for Douro and Warsaw CC – Ongoing

- Harvest Room Window Replacement – Completed
- Warsaw CC Roof Repair – Problem areas completed. Monitoring those areas.
- Warsaw CC 30hp Compressor – Completed
- South Park Water Storage/UV Treatment – Completed
- Douro CC Compressor Overhauls – Completed

**Report Approval Details**

Document Title:	Committee of the Whole August - September, 2024.docx
Attachments:	
Final Approval Date:	Oct 1, 2024

This report and all of its attachments were approved and signed as outlined below:

Martina Chait-Hartwig

**No Signature - Task assigned to Mike Rutter was completed by workflow administrator Martina Chait-Hartwig**

Mike Rutter

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Mike Rutter